

## An Informative Half-day Workshop:

# MIOSHA Recordkeeping and Cost of Injuries

## 1 Who Should Attend . . .

This program is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs.
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work.
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA).

## 2 MIOSHA Training Institute

MIOSHA Consultation, Education and Training (CET) Division and Macomb Community College (MCC) have developed the MIOSHA Training Institute (MTI) through a formal alliance. The MIOSHA Training Institute introduced a new certification program, effective October 1, 2007. This course is an MTI Level 1 course. The certification program offers participants an opportunity to be recognized for their educational efforts and increased technical expertise. Courses will be offered throughout the state in sponsorship with other M-TEC<sup>SM</sup> facilities, community colleges, and safety and health organizations. To learn more about the certification program, log-on to the CET Division website. [www.michigan.gov/dit](http://www.michigan.gov/dit)

## 3 What You'll Learn . . .

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOASHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the "recordability" of work-related injuries and illnesses, attendees will actively participate in a group exercise to complete the OSHA 300 log, 301 and 300A forms. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies with in their Standard Industrial Classification (SIC) or the new North American Industrial Classification System (NAICS).

### Agenda

*We offer a flexible  
program agenda  
to emphasize the  
health and safety  
topics you  
want most.*

- ▶ Overview of CET Services.
- ▶ Administrative Rules, Part 11.
- ▶ MIOSHA Logs 300, 300a and 301.
- ▶ Review of reporting and recording of occupational injuries.
- ▶ Questions and answers.

All meetings are accessible and barrier free. Please contact the cosponsor or the CET Division, at least two weeks in advance, to request necessary accommodations.

# Facilitator

Doug Kimmel is Michigan's Voluntary Protection (MVPP) Specialist, with over 14 years of safety and health experience. His past positions include: Worker's Compensation Underwriter, Loss Prevention Consultant, and MIOSHA Safety Consultant.

Doug earned a B.S. (Business Management) degree from Ferris State University, is certified in Workers' Compensation Rating and has successfully completed numerous safety and health training courses. During his time with MIOSHA, Doug has performed hazard surveys and conducted training at both individual companies and conferences. He has been a speaker at the Michigan Safety Conference and has developed original safety-training programs, which are shared with other safety consultants in the Division.

Doug acts as Team Leader on MVPP on-site reviews, which are performed throughout Michigan. He completes reports for the Bureau Director, recommending the applicant's acceptance as an MVPP company.

Presenters: Doug Kimmel, Occupational Safety Consultant, and  
Cindy Zastrow, Industrial Hygienist; MIOSHA CET Division



**Doug Kimmel**  
*Occupational Safety Consultant,  
MIOSHA, CET Division*

## Program Details

DATE: February 8, 2008

LOCATION: M-TEC<sup>SM</sup> at Kirtland - Gaylord  
60 Livingston Blvd.  
Gaylord, Michigan 49735

COST: \$60 per person.  
Includes course materials.

TIME: Check-in - 7:30 a.m.  
Program - 8:00 a.m. to 12:00 p.m.

DEADLINE: Register by January 30, 2008  
Please register early!

CONTACT: Mark McCully at 989.705.3601 or  
mccullym@kirtland.edu

Certification/Maintenance Points Available

**COSPONSOR: M-TEC<sup>SM</sup> at Kirtland - Gaylord**

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

## How to Register

MIOSHA Recordkeeping  
and Cost of Injuries

Complete information at right  
to register by . . .

► **Phone:** 989.705.3601

► **Fax:** 989.705.3602

► **Email:** mccullym@kirtland.edu

► **Mail:** M-TEC @ Kirtland-Gaylord  
60 Livingston Blvd.  
Gaylord, Michigan 49735  
Attn: Mark McCully

Please enclose check or money order  
made payable to MTEC.

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number Attending: \_\_\_\_\_ @ \$60 each = \$ \_\_\_\_\_

Discover ☐ MC ☐ Visa ☐ #: \_\_\_\_\_

Print Credit Card Holder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your need known to this agency at least two weeks in advance.